

ATTACHMENT I

OCCUPANT EMERGENCY PLAN (OEP) OUTLINE

February 4, 2003

OCCUPANT EMERGENCY PLAN (OEP)

The OEP should consist of detailed procedures, supplemented by training and visual aids (placards, signs, etc), that are designed to assist occupants in dealing with emergencies within the facility, and mitigate the impact of events or incidents that may occur in the workplace.

1.0 Preparatory Actions

- 1.1 Purpose
- 1.2 Scope
- 1.3 Management Review and Approval of OEP
- 1.4 Training Requirements
- 1.5 Coordination with Local Emergency Management Agencies
 - 1.5.1 Emergency Management Response Protocol
 - 1.5.2 Law Enforcement
 - 1.5.3 Fire Department
 - 1.5.4 Hazardous Material (HAZMAT) Unit (If not within the Fire Department)
 - 1.5.5 Emergency Medical Services

2.0 Emergency Actions

- 2.1 Incident Reporting
 - 2.1.1 Internal Notifications
 - 2.1.2 Corporate Security
 - 2.1.3 Use of 911
- 2.2 Public Address System
 - 2.2.1 Routine Use
 - 2.2.2 Emergency Notification Scripts (Facility Evacuation, Section Isolation, etc.)
 - 2.2.3 Alternate Notification Schema (Runners/Signs/Telephone, etc.)
- 2.3 Facility Evacuation
 - 2.3.1 Egress Routes
 - 2.3.2 Handicapped Assistance
 - 2.3.3 Assembly Point
 - 2.3.4 Accountability and Reporting

3.0 Bomb Threat

- 3.1 Immediate Actions
- 3.2 Reporting
- 3.3 Facility Inspection
- 3.4 Law Enforcement/Fire Department liaison

4.0 Fire

- 4.1 Location and Use of Fire Alarm System
- 4.2 Location and Use of Fire Extinguishers
- 4.3 Area Fire Suppression System Controls

5.0 Suspicious Package

5.1 Identification

5.2 Reporting

5.3 Emergency Actions

5.3.1 Suspected Explosive Device

5.3.2 Suspected Chemical/Biological Contamination

5.3.3 Threatening Correspondence

6.0 Power Outage

6.1 Emergency Lighting

6.2 Activation of Emergency Generator (Not connected to an ATS or UPS)

6.3 UPS

7.0 Severe Weather

7.1 Watch

7.2 Warning

7.3 Emergency Shelter

8.0 Medical Emergency

8.1 First Responder Actions

8.2 Assistance to Responding Medical Personnel

8.3 Reporting

9.0 Workplace Violence

9.1 Reporting

9.2 Assistance to Responding Law Enforcement Personnel

10.0 Civil Disturbance

10.1 Individual Precautions

10.2 Emergency Notifications

10.3 Facility Precautions